

Workforce Development

Workforce Development worker will work at the health department with employees, organizations, vendors and the public to improve public health systems in McDonald County.. This position will work closely with administrator and staff to encourage better tracking, performance, systems and environments at the health department. The WD employee will follow the objectives in contract and meet deliverables.

Compensation: For Workforce Development Contract

This is a grant funded temporary position. Salary is based on education and experience.

Hours: Monday – Friday | 8 hour Shifts |

Salary Range: up to \$20.00 per hour

Benefits

United Health Care

MetLife- Dental, & Vision & Short-Term Disability

Paid Time Off & Up to 15 paid Holidays

401a & Retirement Savings Plan 457 Matching- .50 to the dollar up to 4%.

Competitive Pay with flexibility in time off.

Mondays – Fridays *occasional wknd.

People First Culture

Paid Monthly

Requirements:

- Management/team experience, ability to develop and lead teams
- E-verify, Background check, fingerprinting, drug test and physical

Responsibilities:

- Establish positive relationships with county resident's, staff, and agencies
- Follow health department policies and procedures
- Work effectively in a team environment
- Establish/maintain training plan, public health workforce trainings, efforts toward accreditation, planning, response and preparedness
- Assist workforce in accessing resources, follow-up, education, facilitate communication with teams/employees, engage and motivate employees
- Identify gaps within the agency and collaborate to address needs/gaps
- Effectively work with staff and identify ways to streamline work and meet reporting goals
- Build and maintain relationships with health department staff, local agencies, institutions, providers, and clients
- Attend required trainings/meetings
- Document activities, results and reports as required by grant and health department
- Assist with Community Health Needs Assessments, surveys and accreditation
- Other duties as assigned
- Provide reports to administrator as required

Specific Project Defined: McDonald County Health Department will contract with the Dept of Health and Senior Services on the workforce development grant. The objectives and deliverables of this contract will be defined in the contract and met by the workforce development employee.

This contract begins October 1, 2022 and ends June 30, 2024.

Key Project Responsibilities:

- The WD employee will support McDonald County Health Department management in the integration and operationalization of contract concepts, tools, data and resources. This will help to address the gaps and needs of the health department workforce.
- Collaborate with other agencies to meet deliverables of WD grant. Work toward accreditation, update training plan, explore electronic health records management systems, implement policies/plans/records/data, etc. as identified by assessments.
- Address the needs of employees/public in relation to education, health department services, data tracking, client information systems, electronic health records,
- In partnership with Administrator work to improve services, training, workforce education and other duties as assigned.
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Abilities:

- Ability to write clear, complete, accurate and comprehensive reports in a timely manner to the degree necessary for the effective use of the reports by members of the public.
- Ability to understand and follow quickly and accurately oral and written instructions and procedures.
- Ability to work well in a high-pressure, multi-tasked environment amid frequent interruptions.
- Ability to adapt to change and changes in work conditions
- Good organizational skills to handle multiple priorities while remaining professional and calm.
- Ability to work with many diverse people, including children and teenagers.
- Strong level of confidentiality due to the sensitivity of materials and information handled.
- Ability to make suggestions on workflow or system efficiency and effectiveness.
- Ability to work independently and be self-directed and flexible.
- Ability to work at a high-volume level of accuracy.

Skills and Knowledge:

- Knowledge of computer systems and tracking of data
- Excellent interpersonal communication skills to communicate effectively with peers and to maintain productive working relationships with agency partners
- Ability to prepare reports and communicate program goals and activities effectively both orally and in writing
- Skill in operating a personal computer and smart phone applications
- Understanding of healthcare delivery processes
- Demonstrated employee engagement and communication skills.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job.

- Communicate: Frequent phone communication with “High Risk” clients; Must be able to exchange accurate information over the phone, email, use an enterprise SMS text messaging platform, and face to face
- Operate: Constant operation of computer, phones, and other office productivity machinery
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit for prolonged periods of time, vocally talk, and hear. The employee is occasionally required to stand, walk, and use hands to operate a standard computer keyboard. The employee may occasionally lift and/or move up to 25 pounds. Vision requirements include close vision, distance vision, depth perception, and the ability to adjust focus. Ability to read multiple handwritings.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in a busy medical office environment with many interruptions. Very active, fast paced position with short deadlines.
- Must be able to work in an area of moderately high noise level, visual distraction, and little privacy
- Must feel comfortable working small groups or individually to provide training/education.

**** All requirements and abilities are considered to be essential, unless otherwise indicated. ****

Start Date: ASAP

Submit Resume to

McDonald county Health Department,

PO Box 366 Pineville, MO. 64856

Call: 417-223-4351

Or email: mike.hall@mcdonaldcountymo.gov

Application can be found on our website:

<https://mcdonaldcountymo.gov/human-resources/>

County of McDonald is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.